



WE ARE HIRING A SUMMER STUDENT!



COMMUNITY SERVICE WORKER

~FULL-TIME SUMMER STAFF~

Kneehill Adult Learning Society is a Community Adult Learning Program and Newcomer Settlement and Integration Supports provider. We are hiring one summer position of 35 hours a week for 8 weeks with a start date of June 27, 2022.

TASKS AND RESPONSIBILITIES

- Welcome clients in person or on phone
- Basic client intakes
- Work with staff and board to develop a Community Needs Assessment event
- Assist program coordinators with development and delivery of adult foundational and/or English Language Learning skill programming. This includes resource creation.
- Provide assistance and general community and county information to the public
- Assist program coordinators with newcomer settlement supports
- Basic office/administrative tasks such as working with team on advertising/promotional campaigns, filing, office and classroom upkeep

THE IDEAL CANDIDATE

- is between the ages of 18-30 years of age
- lives in Kneehill County, Alberta
- is able to obtain a clear Police and Vulnerable Sector Check
- has good computer and digital skills
- is comfortable working with people from a variety of cultures, experiences and skill levels
- has excellent organizational skills
- is enthusiastic and has a willingness to learn new skills
- seeks to gain experience working in education, newcomer community and social services
- preference given to applicants with proficiency in additional languages

APPLY

Start date: June 27, 2022

Send your resume and cover letter by
June 3, 2022 to:

admin@kals3hills.ca

KNEEHILL ADULT LEARNING SOCIETY